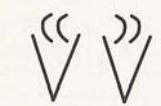
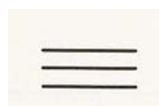


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Key Proofreading Marks for 3rd - 6th Grade

Mark	Explanation	Examples
	Begin a new paragraph. Indent the paragraph.	 The space shuttle landed safely after its five-day voyage. It glided to a smooth, perfect halt.
	Add letters, words, or sentences.	My ^{best} friend eats lunch with me ^e evry day.
	Add a comma.	Carlton [,] my Siamese cat [,] has a mind of his own.
	Add quotation marks.	Where do you want us to put the piano? ^{asked} the gasping movers.
	Add a period.	Don't forget to put a period at the end of every statement [.]
	Take out words, sentences, and punctuation marks. Correct spelling.	We looked at and admired the model air ^y planes.
	Change a capital letter to a small letter.	We are studying about the Louisiana Purchase in H istory class.
	Change a small letter to a capital letter.	The Nile <u>river</u> in <u>africa</u> is the longest river in the world.
	Reverse letters or words.	To comple ft the task successfully, you must follow <u>carefully</u> the steps!